

**PARENT/CARER APPLICATION FORM FOR LEAVE OF ABSENCE FOR PUPIL(S)**

**NAME:** ..... **FORM:** .....

\*I/We would like to apply for leave of absence for \*my/our child to take time off school for: .....  
(*\*please delete as appropriate*)

**Reason:** .....  
.....  
.....

**From:** (day/date) ..... (first day of absence)

**To:** (day/date) ..... (last day of absence)

**Returning to school on** (day/date) .....

***Please note:*** *As a rule, the school will not authorise holidays during term time and any such absence(s) will be recorded as unauthorised on your child's record. Where parents believe they have evidence of extenuating circumstances, including obligatory holiday periods determined by an employer\*, this evidence must be attached to this request form.*

***The school is duty bound to report all incidents of unauthorised absences to the Local Authority from whom a fine may be imposed.***

*Parents should also be aware that there is an expectation that pupils will make every effort to catch up on any work missed on their return to school.*

*\*Any supportive letter from an employer should be on headed paper and it should be made clear that holidays from work are not available during the 13 weeks of school holidays.*

**Full Name of Parent applying for leave:** .....

**Address:** .....

**Full Name of Parent taking child out of school (if different):** .....

**Address:** .....

**Signed:** ..... **Date:** .....  
(Parent/Carer)